



100 NORTH MAIN STREET
O'FALLON, MISSOURI 63366
636.240.2000
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www.ofallon.mo.us

4/20/15

RE: Request for Qualifications: MO Route K Shared Use Path Project TAP-7302(660)

Dear Consultant:

The **City of O'Fallon** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list and as further described in the General Scope of Work.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to **no more than four (4) pages**. This letter should include a brief statement of qualifications and any additional information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

We will be utilizing the MoDOT's consultant information and will not need a lengthy submittal of other general company information. In addition, please attached **no more than two (2) additional pages** with detailed information listing similar projects on which your key personnel have worked. Indicate the role your key personnel played in the projects and include reference contact information, and other projects your company has recently completed or are now active, previous federally-funded project experience, and MoDOT Transportation Alternative Program Funding experience. The City also requests the submitting firm include a detailed schedule for the City to review as part of the capacity and capability portion of your Letter of Interest.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

We request all letters be received by 12:00 pm CDT on May 5th, 2015 at **100 North Main St., O'Fallon MO, 63366**.

Sincerely,
City of O'Fallon


Chris Clercx
Project Manager

Attachment

City/County: O'Fallon/St. Charles, Route K-Feise to Technology Dr.	
Federal Aid No:	TAP-7302(660)
Location:	MO Rte K-Feise to Technology Dr
Proposed Improvement:	<p>The basic design approach is as follows:</p> <ul style="list-style-type: none"> • Connect existing segmented side paths with a 10' Wide Shared Use path within the limits described from Feise Rd Rd to Technology Dr. This will primarily be located on the west side of Rte K where there are currently segmented accommodations of varying width. • Upgrade select intersection signal and handicap ramp improvements along the corridor that are deficient for pedestrian and bicycle crossings and movements. • Re-construct driveway and commercial approaches as needed throughout the described project limits to bring them into compliance with ADA standards. • Storm system to be installed as needed • MSE walls to be installed as needed <p>Refer to the attached Exhibit A, which is a map depicting the limits of the improvements that was submitted with the TAP funding application.</p>
Length:	1.25 miles
Design Budget:	\$150,000
Approximate ROW Acquisition Cost:	\$45,000
Approximate Construction Cost:	\$786,851
DBE Goal Determination:	10%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Preparation of and submittal of NEPA Reports (it should be assumed that MoDOT has not done this process as what is typically completed with projects associated with Federal funds) • Survey work, including ROW legal documents. • Geotechnical reports (as needed) • Preliminary design

	<ul style="list-style-type: none"> • Traffic analysis for signal and intersection improvements • Right of way plans • Final PSE to meet MoDOT standards • Cost estimates at plan submittal milestones • Utility coordination and plans of adjustment. Consultant will perform submittals and collect responses. (as needed) • Permitting (as needed). Consultant performs submittals. Fees will be paid to consultant as reimbursables. • Attend public meetings (as needed), Consultant will be required to prepare exhibits and attend the meeting, perform debriefing. • Construction Engineering Services (as needed)
Consultant Services NOT Required:	<p>The following services will not be required to be performed by the Consultant:</p> <ul style="list-style-type: none"> • Submittals to MoDOT/Agencies. City will manage. • Right of way acquisition. • Letting services on the project.
Project Schedule	<p>Schedule for Consultant Selection:</p> <ul style="list-style-type: none"> • Letter of Interest Due – May 5, 2015 • Staff short list and notification – May 8, 2015 • Final selection – May 8, 2015 • Negotiate scope and fee by May 11 – May 15, 2015 • Signed Contract due to City – May 18, 2015 • City Council approval – May 22, 2015 <p>Interviews or presentations will not be required for the consultant selection, and will only be completed if the City deems it necessary.</p> <p>Project Schedule:</p>

	<ul style="list-style-type: none"> • Notice to Proceed –May 2015 • Preliminary Plans due – July 2015 • ROW Plans due-September, 2015 • A-Date Approval by November, 2015 • Right of way acquisition starting – November, 2015 (earlier if possible) • PSE due – February, 2016 • Project Advertised – May, 2016 • Start construction – September, 2016 • Complete construction – June, 2017 <p>The City contact can add any comment necessary to further clarify the solicitation</p>
Other Comments:	
Contact:	Name: Chris Clercx Address: 100 North Main St, O'Fallon MO 63366 Phone: 636-379-5590 Email: cclercx@ofallon.mo.us
Deadline:	12:00 PM CDT, May 5, 2015
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed six (6) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. • All submittals are preferred to be sent via email within the timeframe specified. If found to be necessary, the city will accept hard copies of the documents. The consultant shall submit five (5) hard copies by the time specified. Binding to be stapled only. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points

See the following pages for the Criteria for Evaluating Consultants and an example of the rating sheet to be utilized.

Criteria for Evaluating Consultants

Point Range Legend

30 – 21 = excellent 20 – 11 = adequate 10 – 1 = fair 0 = inadequate

Experience & Technical Competence

Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

Capacity & Capability

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload. The submitted schedule will also be evaluated as part of this portion of the rankings.

Past Record of Performance

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience. The following questions could be included in the

Consultant Selection Rating

City: O'Fallon

Route: MO Route K-Feise Rd to Technology Dr.-TAP 7302(660)

Project: MO Rte K Shared Use Path Project-Feise Rd to Technology Dr.

Date:

Consultant	Experience & Technical Competence (Max. points=30)	Capacity & Capability (Max. points=30)	Past Record of Performance (Max. points=30)	Total 90

Raters:

Exhibit A

PROJECT AREA MAP

